

**Subject:** FW: Update – Temporary Retention Incentive for Nurses (TRIN)  
**Date:** Friday, May 27, 2022 at 8:50:48 AM Eastern Daylight Saving Time  
**From:** Serge Ganzburg RN

**From:** Draffin, David  
**Sent:** Thursday, May 26, 2022 4:46 PM  
**To:** #SB, Nursing Staff <NursingStaff@sunnybrook.ca>  
**Subject:** Update – Temporary Retention Incentive for Nurses (TRIN)

The hospital is currently implementing the nurse retention bonus previously announced by the Ontario government. The rules of the payment, including who is eligible, is set by the government. “Eligible employers” include hospitals, home and community care, long term care, public health, mental health and addictions, other community services, corrections, labs/diagnostics, telehealth and licensed retirement homes.

The nurse retention incentive is split into two payments of up to \$2,500 each. The first is for those employed at Sunnybrook as of March 31, 2022 and is based on hours of work between February 13 and March 19, 2022. The second is for those employed at Sunnybrook as of September 1, 2022, and is based on hours of work between March 20 and April 22, 2022. The payment may be prorated based on the nurse’s service during those two periods.

*Please note that those on unpaid education leave, personal leave or long term disability as of March 31, 2022 or September 1, 2022 will not receive the relevant payment.*

**Eligible Positions at Sunnybrook** (Nursing roles requiring an RN, RPN or NP designation )

Advanced Practice Nurse	Nurse Educator
APN, Oncology Lead and Palliative Care Co-Lead	Nurse Practitioner
Cardiac Care Coordinator	Nurse Practitioner Neonatal
Charge Nurse	Operations Coordinator
Clinical Care Leave	Patient Care Coordinator, ONA
Clinical Coordinator	Patient Flow Specialist
Clinical Nurse Specialist	Permanent Team Leader
Clinical RN Analyst	Registered Nurse
Discharge Coordinator	RN – New Grad Initiative
ECT Coordinator	RN First Assistant
Educator	RPN Scrub Technician
Hand Hygiene Observer	Spinal Cord Program Nurse
Nephrology Access Coordinator	Team Coordinator
Nurse Clinician	

### **Full-time Nurses**

The hospital has created a dataset of eligible nurses who were full-time as at March 31, 2022. This dataset will be used to calculate TRIN for full-time nurses, as such, **there is nothing for full-time nurses to submit** to the hospital to receive the first installment of the TRIN.

### **Part-time Nurses**

Late last week the hospital emailed all eligible part-time and casual nurses an attestation form to complete and return by May 31, 2022. The attestation form will be used by the hospital to calculate Sunnybrook's portion of the incentive (attached please find an example attestation form). Some key points to keep in mind when completing the attestation form:

- i. You are required to list all eligible employers you work for as at March 31, 2022, the number of hours worked for each eligible employer during the periods February 13 – March 19, 2022 and March 20 – April 22, 2022, the number of hours you would like to claim from each employer (this is extremely important if you worked greater than 187.5 hours amongst all of your employers) and the total number of hours you are claiming under TRIN. Note: you cannot claim more than 187.5 hours.
- ii. If you are a part-time or casual employee at Sunnybrook and work full-time at another eligible employer there is no need to complete and return an attestation to Sunnybrook as you will receive your full retention incentive from your full-time employer;
- iii. When completing the attestation form you should sign the form in front of a witness and the witness can then sign the form.
- iv. If you prefer not to calculate the number of hours worked during the periods February 13 – March 19, 2022 and March 20 – April 22, 2022 you can find the [hours on Sunnynet](#).
- v. It is important to complete the attestation form correctly as failure to do so may result in payment delay.
- vi. Where there is discrepancy in the number of claimed hours between the nurses submission and hospital records payment will be issued based on hospital records.
- vii. Payment will not be issued to part-time or casual employees who do not submit an attestation form.
- viii. Please email completed attestations to [HumanResources@sunnybrook.ca](mailto:HumanResources@sunnybrook.ca)

### **Terminated Nurses**

Nurses that terminate from Sunnybrook after March 31 and September 1, 2022 will have to contact the hospital to request retention monies be paid out. Impacted nurses are best to email [HumanResources@sunnybrook.ca](mailto:HumanResources@sunnybrook.ca) with their request.

The hospital is targeting to pay the first installment of TRIN monies on June 24, 2022.

If you have any questions about this program, please email [HumanResources@sunnybrook.ca](mailto:HumanResources@sunnybrook.ca).

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